



## THE INDIANA TEACHER OF THE YEAR PROGRAM

Each year, the Indiana Department of Education conducts this special program to recognize outstanding classroom teachers from across the state. One person, in accordance with National Teacher of the Year guidelines, is chosen to represent Indiana teachers at the national level.

All school corporations are invited to share in this recognition program by honoring their teachers and nominating one teacher to represent local educators at the state level of the program. It is hoped that the underlying idea behind this effort—recognition of excellent teachers—will in this way spread to every community in Indiana.

The following awards are offered for the 2009 Indiana Teacher of the Year program:

### **INDIANA TEACHER OF THE YEAR**

- \$1,000 from Indiana Farm Bureau, Inc.
- Portfolio from Indiana Farm Bureau, Inc., and Indiana Farm Bureau Insurance
- Sabbatical/Higher Education Scholarship Opportunities
- Framed certificate
- Indiana Teacher of the Year pin and ring
- Admissions to award banquet

### **RUNNER-UP**

- \$500 from Indiana Farm Bureau, Inc.
- Portfolio from Indiana Farm Bureau, Inc., and Indiana Farm Bureau Insurance
- Framed certificate
- Admissions to award banquet

### **EIGHT FINALISTS**

- \$100 from Indiana Farm Bureau, Inc.
- Portfolio from Indiana Farm Bureau, Inc., and Indiana Farm Bureau Insurance
- Plaque from Indiana Farm Bureau Insurance
- Framed certificate
- Admissions to award banquet

### **SEMIFINALISTS**

- Portfolio from Indiana Farm Bureau, Inc. and Indiana Farm Bureau Insurance
- Certificate
- Admission to award banquet

## QUALIFICATIONS

Candidates will be considered based on the following criteria that is in alignment with the Council of Chief State School Officers, National Teacher of the Year Program:

- be an exceptionally dedicated, knowledgeable, and skilled teacher in an Indiana accredited public or non-public school, pre-kindergarten through grade twelve, who is planning to continue in an active teaching status; (Supervisory and administrative responsibilities should be of secondary consideration.)
- inspire students of all backgrounds and abilities to learn;
- have the respect and admiration of students, parents, and colleagues;
- play an active and useful role in the community as well as in the school; and
- be poised, articulate, and possess the energy to withstand a taxing schedule

## TO APPLY:

Completed portfolio must be received no later than 4:30 p.m. on

**August 1, 2008**

Please be sure that all materials are in durable packaging and mail first class or UPS to:

**Indiana Teacher of the Year Program  
Attention: Catherine Danyluk  
Indiana Department of Education  
151 West Ohio Street  
Indianapolis, IN 46204-2798**

Portfolios may be hand delivered to:

**Indiana Department of Education  
Attention: Catherine Danyluk  
151 West Ohio Street  
Indianapolis, Indiana 46204**

Direct inquiries about the Indiana Teacher of the Year program to Cathy Danyluk, State Coordinator, 317-232-9150 or [cdanyluk@doe.in.gov](mailto:cdanyluk@doe.in.gov).

## SELECTION OF LOCAL NOMINEES

Each school corporation superintendent is invited to nominate one teacher for state-level recognition and entry into the Indiana Teacher of the Year program. In addition, superintendents are encouraged to use the program as a basis for recognition of other deserving teachers within the system. We offer the following suggestions for local selection:

Develop a democratic procedure that avoids the appearance of an arbitrary decision. For instance, the superintendent may ask building principals to use one of the following methods to select initial nominees:

- A committee of building teachers
- A faculty council or advisory group
- A committee of teachers, parents, and the principal
- The entire school staff
- All teachers in the building
- The principal based on input from the faculty/staff.

The initial nomination procedure need not be elaborate. These candidates may then be considered by a committee of teachers, parents, administrators, school board members, community leaders or other appropriate persons.

All nominations should, of course, be made without regard to race, color, religion, sex, national origin, age, or handicap. Retiring teachers, however, should not be nominated because the teacher must be active during the following school year.

**It is important that time be allowed for development of the nominated teacher's portfolio. For that reason, the Department of Education urges local schools to make their selection known to the teacher by the end of the school year, so the summer months can be used to gather letters of support and background materials and to develop the written portions of the portfolio.**

Keeping in mind the recognition purpose of the program, local recognition should be an integral part of the selection process. Recognition need not be elaborate, but should involve public congratulations and appropriate rewards to the teachers involved. Tips for developing local publicity are contained in this packet.

# APPLICATION PROCEDURE

**APPLICATION MUST INCLUDE:** A portfolio of information, according to guidelines below. The application can also be accessed at: [www.doe.state.in.gov/toy/welcome.html](http://www.doe.state.in.gov/toy/welcome.html)

## PORTFOLIO GUIDELINES

Portfolios that do not comply with the following guidelines will be **disqualified** during Phase 1 of the review process. Portfolio materials must be submitted in three-ring binder (1-inch ring capacity) using 8 ½ x 11 inch white paper, with all pages in plastic sheet protectors. Total pages will not exceed 26.

Divider pages should separate the ten sections of information. (Divider pages do not count toward the 26-page limit.) Pages within each section must be back-to-back. All portfolio pages should be letter quality, 12 point font (minimum), double-spaced (except the Professional Development Section and letters of support) and have 1" margins.

## THE PORTFOLIO MUST CONTAIN:

### I. BASIC DATA SHEET.

The Basic Data Sheet is enclosed with this application packet. Signatures of both the school corporation superintendent and candidate are required on this form. Include a 2 by 3 inch black and white or color photo of candidate. This sheet is for publicity purposes only, and the selection committee will not score it. The basic data sheet must be typed. **First page of the portfolio.**

### II. EDUCATIONAL HISTORY AND PROFESSIONAL DEVELOPMENT.

This section must be in outline form. List colleges and universities attended including post-graduate studies. Indicate degrees earned and dates of attendance. List teaching employment history indicating time period, grade level, and subject area.

Include professional association memberships; offices held; service on committees, commissions, and task forces; and other relevant activities. List leadership activities in staff development and the training of future teachers. List awards and other recognition of your teaching. Items should be dated, when possible, and within the past 10 years. **Please limit your response to two (2) typed pages.**

### III. PROFESSIONAL BIOGRAPHY.

What were the factors that influenced you to become a teacher? Describe what you consider to be your greatest contributions and accomplishments in education. **Please limit your response to two (2) typed, double-spaced pages.**

### IV. COMMUNITY INVOLVEMENT.

Describe your commitment to your community through service-oriented activities, volunteer work, civic and other group activities. **Please limit your response to one**

**(1) typed, double-spaced page.**

**V. PHILOSOPHY OF TEACHING.**

Describe your personal feelings and beliefs about teaching, including your own ideas of what makes you an outstanding teacher. Describe the rewards you find in teaching. How are your beliefs about teaching demonstrated in your personal teaching style? **Please limit your response to two (2) typed, double-spaced pages.**

**VI. EDUCATION ISSUES AND TRENDS.**

What do you consider to be the major public education issues today? Address **one in depth**, outlining possible causes, effects, and resolutions. **Please limit your response to two (2) typed, double-spaced pages.**

**VII. THE TEACHING PROFESSION.**

What can you do to strengthen and improve the teaching profession? What is and/or what should be the basis for accountability in the teaching profession? **Please limit your response to two (2) typed, double-spaced page.**

**VIII. NATIONAL TEACHER OF THE YEAR.**

As the 2008 National Teacher of the Year, you would serve as a spokesperson and representative for the entire teaching profession. What would be your message? What would you communicate to your profession and to the general public? **Please limit your response to one (1) typed, double-spaced page.**

**IX. ADDITIONAL INFORMATION.**

This may include materials such as news clippings, published articles, innovative programs, classroom activities, a sample speech, letters of support (colleague, student/former student, parent, community leader), or other photos within 10 years which highlight current strong qualities of the nominee. **Please limit to ten pages (5 sheets front-to-back).**

**X. LETTERS OF SUPPORT.**

Include three recent letters of support. Letters of support do not need to be double-spaced. One letter must be from the superintendent, and one must be from the principal. The third may be from a colleague, student/former student, parent, or community leader. These letters should be addressed to Dr. Suellen K. Reed, State Superintendent of Public Instruction. However, **do not** mail them to the Superintendent's office. Incorporate the original letters as the last three pages of the portfolio. **Please note that the letters must have an original signature or the portfolio will be disqualified.** An effective letter of support contains evidence of personal knowledge of the teacher and an indication of the qualities which would qualify the candidate to be Indiana's Teacher of the Year.

## PORTFOLIO REQUIREMENTS

National and state review committees agree that the substance of the portfolio is more important than an elaborate presentation (appearance). In other words, candidates should provide well-thought-out text, presented in a neat, easy-to-read format, accompanied by carefully selected background materials. Review committees are not impressed with elaborate presentations of original artwork (unless the teacher is an art teacher) or an excessive number of pictures. Rather, candidates should present themselves clearly and professionally.

Guidelines specify that the portfolio must be no more than 26 pages. **Any portfolio exceeding the 26-page limit will be eliminated.** Use plastic page protectors, with two sheets of text **back-to-back** within each protector. Divider pages should separate sections and contain only the section title. Omit any artwork or embellishments on divider pages. Divider pages or a blank page at the end of a section will not count in the 26-page limit. Portfolios consist of these 26 pages on 8 1/2 by 11 inch paper enclosed in a 1 inch maximum capacity three-ring binder.

Use original copies of all materials whenever possible. **ALL PORTFOLIOS WILL BE RETURNED.**

Do not include videotapes, CDs, or DVDs with the candidate's portfolio.

Check and recheck narratives for spelling and typographical errors. While a typo may not eliminate a candidate, it certainly reflects unfavorably on the teacher.

Allow adequate time for the materials to reach the Department of Education by the deadline date, **August 1, 2008.**

Letters of support from Indiana Department of Education employees are **not** appropriate and will not be considered.

Candidates are not eligible for Indiana Teacher of the Year consideration in consecutive years. A previously nominated candidate's portfolio must be updated with current information in order to be considered by the selection committee. No references to the past Teacher of the Year program should be included.

For your guidance, the rating sheets used by the review committee are included with this brochure.

# **INDIANA TEACHER OF THE YEAR**

## **PORTFOLIO EVALUATION PROCESS**

The evaluation and selection of Indiana's TEACHER OF THE YEAR will be a four-phase process based upon both objective and subjective ratings to achieve a gradual reduction of numbers until the Teacher of the Year, Runner-up, and eight finalists are selected.

While numerical rating systems provide objectivity, subjective factors should also be taken into account. Therefore, at the discretion of the entire committee, any portfolio can be retained for consideration until Phase IV is reached.

### **PHASE 1 — Minimum Requirements**

The committee will be divided into groups of two people. The groups will review—not evaluate—the portfolios to verify that they meet the minimum requirements. Portfolios that do not comply with the minimum requirements will be disqualified during this phase.

### **PHASE II — First Evaluation**

Each committee member will quickly review (skim) each of the remaining portfolios for content. Using the application procedures as a guide, each portfolio will be rated on a numerical scale. Using a cut-off figure determined at the time of evaluation, a maximum of twenty portfolios will proceed to Phase III. Committee members will not share their ratings with other members.

### **PHASE III — Close Evaluation**

Each committee member will review each portfolio, but this time in detail. Using the Phase III review instrument as a guide, each portfolio will be inspected for specific items. Those items will be awarded points based upon the evaluative skill of the committee members. Committee members will not share their ratings with other members. A maximum of ten portfolios will be considered in Phase IV.

### **PHASE IV — Final Selection**

TEACHER OF THE YEAR finalists will be invited to interview before the selection committee. Committee members will utilize a rubric based on the interview questions, aggregated with rubric scores from the portfolio review to determine the Teacher of the Year and Runner-Up. Committee members will be allowed the opportunity to speak in support of individuals. It will require a 2/3 majority vote to select the TEACHER OF THE YEAR and RUNNER-UP. The eight finalists will not be ranked.

# INDIANA TEACHER OF THE YEAR PROGRAM

## PHASE I — MINIMUM REQUIREMENTS

Candidates Name \_\_\_\_\_

A. Check each required item as you find it.

- \_\_\_\_\_ Average sized three-ring binder (2 inch maximum)
- \_\_\_\_\_ Candidate's name and school corporation on front cover
- \_\_\_\_\_ 8 1/2 by 11 inch paper
- \_\_\_\_\_ 26 or fewer pages of material
- \_\_\_\_\_ Divider pages between each section
- \_\_\_\_\_ Back-to-back pages enclosed in plastic sheet protectors
- \_\_\_\_\_ All pages are word-processed or typed, and double-spaced.  
Font size should be Times Roman or Helvetica (Arial).

B. Without extensive evaluation, check to see that each section is in the portfolio.

- \_\_\_\_\_ I. Basic Data Sheet with picture and required signatures  
(superintendent and candidate)
- \_\_\_\_\_ II. Professional Development (2 pages)
- \_\_\_\_\_ III. Professional Biography (2 pages)
- \_\_\_\_\_ IV. Community Involvement (1 page)
- \_\_\_\_\_ V. Philosophy of Teaching (2 pages)
- \_\_\_\_\_ VI. Education Issues and Trends (2 pages)
- \_\_\_\_\_ VII. The Teaching Profession (2 pages)
- \_\_\_\_\_ VIII. National Teacher of the Year (1 page)
- \_\_\_\_\_ IX. Additional Information (10 pages)
- \_\_\_\_\_ X. Three Letters of Support

**NOTE: Portfolios that do not comply with Sections A and B will be disqualified.**

C. Based upon information obtained in Sections A and B, do you recommend the portfolio be given further consideration? \_\_\_\_\_No \_\_\_\_\_Yes

If NO, give brief justification: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Committee Member(s) \_\_\_\_\_

# INDIANA TEACHER OF THE YEAR PROGRAM

## PHASE II — FIRST EVALUATION

Candidates Name \_\_\_\_\_

Each committee member will quickly review each portfolio. As you review each one, use this sheet to make as many notes as necessary. Assign each portfolio a numerical value based upon your best judgment and the guidelines in the application packet. Remember, you are giving a general rating and determining which candidates move on to Phase III.

THIS PORTFOLIO IS RATED			
Does Not Meet Requirements (Eliminate)	Meets Minimum Requirements	Average	Outstanding
0	1	2	3

NOTE: Any additional pages you use for notes must be attached to this sheet.

After each person has reviewed each portfolio, a maximum of 20 will be selected for consideration as finalists.

Based upon Phases 1 and II, do you recommend that this portfolio be given further consideration as a finalist?

\_\_\_\_\_No \_\_\_\_\_Yes

If NO, give a brief justification: \_\_\_\_\_

\_\_\_\_\_

Committee Member \_\_\_\_\_

**INDIANA TEACHER OF THE YEAR**  
**PHASE III—CLOSE EVALUATION**  
**(150 points possible)**

Candidate's Name \_\_\_\_\_ Total Points \_\_\_\_\_

Committee Member \_\_\_\_\_

Further Consideration? \_\_\_\_\_ Yes \_\_\_\_\_ No

If NO, brief justification \_\_\_\_\_

Review each portfolio in detail looking for the general characteristics summarized from the portfolio guidelines. Assign to each sub-heading a rating of 1-10, then total the rating on the line in front of the major heading.

\_\_\_\_\_ Professional Development (20 points possible) Notes:

\_\_\_\_\_ professional association memberships,  
committees, commissions, task forces,  
awards, and recognition for outstanding  
teaching

\_\_\_\_\_ training of future teachers and leadership  
in staff development

\_\_\_\_\_ Professional Biography (20 points possible) Notes:

\_\_\_\_\_ factors which influenced the decision to  
become a teacher

\_\_\_\_\_ contributions/accomplishments in  
education

\_\_\_\_\_ Community Involvement (10 points possible) Notes:

\_\_\_\_\_ commitment to service oriented activities

_____ Philosophy of Teaching (30 points possible)	Notes:
_____ personal feelings/beliefs about teaching and what makes you an outstanding teacher	
_____ demonstration of beliefs in personal teaching style	
_____ description of rewards found in teaching	
_____ Education Issues and Trends (20 points possible)	Notes:
_____ address one specific issue (causes, effects, resolutions)	
_____ The Teaching Profession (20 points possible)	Notes:
_____ strengthen and improve the teaching profession	
_____ basis for accountability in the teaching profession	
_____ National Teacher of the Year (20 points possible)	Notes:
_____ communicating importance of education to society; message	
_____ Additional Information (10 points possible)	Notes:
_____ news clippings, published articles, innovative programs, classroom activities, letters of support, sample article or speech	

It will require the support of four committee members for the portfolio to be considered as a finalist. In case more than ten receive the necessary four votes, there will be open discussion and ballots cast.

## TIPS FOR GETTING LOCAL PUBLICITY

An outstanding teacher has been chosen to represent local educators in the Indiana Teacher of the Year program. You want everyone to know just how special your nominee is. The mass media—whether it's a small AM radio station with just one news reporter or a big-city newspaper with a staff of hundreds—can be a powerful ally in getting the word out on this positive education story. The following suggestions are aimed at helping the beginning public relations person get started.

**Prepare a News Release.** First, get together all the facts you can about the teacher's background, the Teacher of the Year program, the selection process, etc. Then, adapt the attached example news release to the local situation. Make enough copies of the news release for each of your media contacts.

**Prepare Media Contact List.** If your school corporation has not already developed a relationship with the local media, you will need to make a list of people to contact. In general, stay within your local community. Do not overlook weekly community newspapers. **Who to contact:** At newspapers, the education reporter or the city editor. At TV stations, the assignment editor or education reporter. At radio stations, the news director. While you are gathering this information, try to find out deadlines so you can avoid contacting people at their busiest time.

**Call Media Contacts.** This will take some time, but in the end will result in more interest—and coverage of—your story. Introduce yourself to your contact and say, for example, "I'm calling to let you know that we will announce our Teacher of the Year on May 19." Suggest that since this is an important event for the school and the community, the newspaper or station might want to do a profile or feature story about the teacher. Offer to provide background information. Be prepared to explain why the program is important. If the editor decides he or she is not interested, accept gracefully. Never demand that a story be printed or aired. **When to contact:** You should contact reporters about two or three weeks ahead of your announcement. Do not worry that the secret of who the Teacher of the Year is will be leaked by the press—of course, you will want to tell your contacts that the identity of the teacher **is** to be kept secret until the formal announcement.

**Send News Release.** Send your news release, including any additional information requested, directly to each of your contacts immediately after making your calls. Send the release to all your contacts, whether or not they indicated an interest in covering the story.

**If You Are Not Successful** in getting coverage of the initial announcement, try again when the State Teacher of the Year is named in September. Even if your teacher is not a finalist or otherwise chosen for special recognition, your town's media is likely to welcome a chance to "localize" a statewide story. Try to alert your contacts to the upcoming announcement two or three weeks in advance and offer additional information on the local nominee to those who did not cover the story the first time around.

## **SAMPLE NEWS RELEASE**

CONTACT: Mary Smith 555-1111

HOLD FOR RELEASE UNTIL:  
5 p.m., May 16, 2008

Jane B. Doe, first grade teacher at Local Elementary School in Local City, has been named Local School Corporation's 2004 Teacher of the Year, Local Superintendent John B. Administrator announced May 16, 2008. The announcement was made at an afternoon award ceremony honoring teachers.

Doe will represent 100 Local Corporation teachers at the State Teacher of the Year program.

"Ms. Doe is known for her ability to (one or two sentences outlining teacher's outstanding qualities)," said Superintendent Administrator. "She represents the good qualities held by all of our fine teachers."

A committee of five teachers and three principals selected Doe from among six building-level Teachers of the Year. All were honored at the award ceremony, along with three retiring teachers.

Doe and Local Teacher of the Year Coordinator Mary A. Smith will compile a portfolio of information over the summer for submission to the Indiana Teacher of the Year program. Announcement of the Indiana State Teacher of the Year will be made in September.

###

Editor/News Director: A list of teachers honored at the award ceremony and a copy of Ms. Doe's vita are attached.

## **A DOZEN KEYS TO SUCCESS**

1. Start planning early.
2. Include teachers in the planning process.
3. Assign a high priority to the program.
4. Allow two or three years for a new program to gain acceptance.
5. Expect building administrators to participate in and support the program.
6. Make local teacher recognition the motivation for the program, not just selection of a state-level nominee.
7. Explore appropriate rewards with local businesses and organizations. The Indiana Farm Bureau's county representatives often provide local recognition opportunities.
8. Use the democratic process in selecting your nominee.
9. Offer several alternative ways to select building-level nominees.
10. Plan to select nominee early to allow ample time for preparation of the portfolio.
11. Recognize more than one teacher as part of the local Teacher of the Year recognition program.
12. Alert local news media to this positive education story.



## TEACHER OF THE YEAR SELECTION PROCESS AND SCHEDULE

### Local Process

#### February

Teacher of the Year applications and information mailed to all public and non-public accredited schools.

#### February-March

Teacher of the Year program application and information posted at [www.doe.state.in.gov/toy/welcome.html](http://www.doe.state.in.gov/toy/welcome.html).

#### March-July

Each school district selects a local Teacher of the Year.

#### August

Teacher of the Year portfolios are submitted to the Indiana Department of Education by August 1, 2008.

### State Process

#### August

August 18, 19, 20, 2008, the Indiana Teacher of the Year Committee meets to select ten finalists.

#### September

September 2, the Indiana Teacher of the Year Committee interviews the ten finalists and selects the Teacher of the Year and Runner-Up. The committee includes former teachers of the year, higher education, and community representation.

#### November

November 5, 2008, the Indiana Teacher of the Year Awards Banquet will be held at the Hilton, Indianapolis North, 8181 North Shadeland Avenue.

#### Policy Notification Statement

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101, *et. seq.*)

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, Room 229, State House, Indianapolis, IN 46204-2798, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204 – **Dr. Suellen Reed, State Superintendent of Public Instruction.**